



**COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS  
BUILDING AND SAFETY DIVISION  
AGENCY REFERRAL**



**LA CAÑADA FLINTRIDGE CITY OFFICE**

1327 Foothill Boulevard  
La Canada Flintridge, CA 91011  
Telephone: (818) 790-8651, FAX: (818) 790-7536  
Office Hours: 8:00 a.m. - 10:00 a.m.

Prepared By	HNM	OM Initial	Date

Applicant's Signature \_\_\_\_\_

Plans for (Grading/ Structure) at \_\_\_\_\_ (Address) \_\_\_\_\_ (Locality)

Plan Check No. \_\_\_\_\_ was submitted on \_\_\_\_\_

Land Use Zone \_\_\_\_\_ Property Occupancy \_\_\_\_\_ Type of Construction \_\_\_\_\_

Description of proposed work: \_\_\_\_\_

**SAMPLE**

**THIS NOTICE IS TO INFORM YOU THAT APPROVAL FROM THE AGENCIES MARKED BELOW, IN ADDITION TO BUILDING PLAN CHECK APPROVAL, MUST BE OBTAINED PRIOR TO PERMIT ISSUANCE.** You may need to submit the pertinent plans, plan check number, calculations, reports, etc., directly to these agencies. To assist you, we have listed below the information which you will need to contact these agencies. *Follow-up is your responsibility.* Please be aware that some items resulting from these agency plan reviews may affect your building plan check. These should be communicated to your Building Plan Check Engineer as soon as possible to prevent unnecessary delays. Submit all agency approvals 48 hours prior to permit issuance. Notify the Plan Check Engineer when all agency approvals have submitted and request review.

**ADDITIONAL AGENCY CLEARANCES MAY BE REQUIRED BY YOUR BUILDING PLAN CHECK ENGINEER**

**COUNTY AGENCIES**

**DEPARTMENT OF PUBLIC WORKS**

**AVIATION DIVISION**

1000 S. Fremont Ave., Bldg. A9 East, 1<sup>st</sup> Flr., Alhambra, CA 91803  
(626) 300-4600 Mon-Thurs 7:00 a.m. - 5:45 p.m.

**BUILDING AND SAFETY DIVISION**

Headquarters M-Th 6:45 - 5:30 (626) 458-3173  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
Approval for the following sections is required as noted below:

- ELECTRICAL SECTION**  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3180  
Approval is required for:
  - Energy Plan Check
  - Electrical Code Check
  - Emergency Egress Illumination (O.L. ≥ 100)
- MECHANICAL SECTION**  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3182  
Approval is required for:
  - Energy Plan Check
  - Mechanical Code Check
  - Plumbing Code Check
  - Roof Drainage
  - Green Building Check
- Research Section**  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3173  
(Alternate Materials, Methods, SMRF...)
- GRADING AND DRAINAGE SECTION**  
Amy Milanec - Regional Drainage / Grading Engineer  
Santa Clarita Office: Tue & Thurs 8:00-11:00 a.m.  
(661) 222-2940
  - Grading Plan Check
    - "Rough Grade" approval is required prior to issuance of building permit
  - Drainage Plan Check (NPDES/LID COMPLIANCE)
    - Drainage approval is required

**ENVIRONMENTAL PROGRAMS DIVISION**

Plan approval is required for most commercial and industrial buildings for:

- INDUSTRIAL WASTE / UNDERGROUND TANKS**  
  

San Gabriel Office 125 S. Baldwin Avenue Arcadia, CA 91007-2652 (626) 574-0957 8:00-9:30 a.m. Mon-Fri	Headquarters 900 S. Fremont Ave., Annex 3 <sup>rd</sup> Fl Alhambra, CA 91803-1331 (626) 458-3539 6:45 a.m.-5:30 p.m. Mon-Thurs
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- NPDES/SUSMP Approval**  
Industrial Waste Unit  
900 S. Fremont Ave, Annex 3<sup>rd</sup> Fl  
Alhambra, CA 91803-1331  
(626) 458-3517 6:45a.m -5:30 p.m. Mon-Thurs
- DUMP AREAS** (structure within 1,000 ft from a landfill)  
900 S. Fremont Ave., Annex 3<sup>rd</sup> Fl  
Alhambra, CA 91803-1331  
(626) 458-3517 6:45a.m -5:30 p.m. Mon-Thurs
- SOLID WASTE MANAGEMENT**  
900 S. Fremont Ave., Annex 3<sup>rd</sup> Fl  
Alhambra, CA 91803-1331  
(626) 458-3561 6:45-5:30 Mon-Thurs

**GEOTECHNICAL AND MATERIALS ENGINEERING DIVISION**

**GEOLOGY/SOILS SECTIONS** - Plan approval is required for site stability and geologic hazard.  
((626) 458-4925 M-Th 6:30-5:15 pm  
Upload documents to:  
<https://dpw.lacounty.gov/apps/esubmissions/gme/default.aspx>

**LAND DEVELOPMENT DIVISION**

- 900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra 91803-1331  
(626) 458-4921 6:45-5:30 Mon-Thurs
- SUBDIVISION PLAN CHECK SECTION**
- LANDSCAPE** (non-residential landscaped area > 2500 square feet)
- HIGHWAY DEDICATION** Form "48-0040-DPW"  
Should be filled out when plan approval for street improvements and/or dedication is required for commercial and multiple residential bldgs. "Bridge & Major Thoroughfare (B&T) Fee" is also required for commercial, multiple residential buildings and designated tracts.  
(626) 458-4915

**TRAFFIC AND LIGHTING DIVISION**

Clearance is required for traffic requirement.  
1000 S. Fremont Ave., Bldg A-9E,4th Floor  
Alhambra, CA 91803  
(626) 300-4708 Mon-Thurs 7:00 a.m.-5:30 p.m.

**OTHER COUNTY DEPARTMENTS**

**DEPT OF PUBLIC HEALTH - Environmental Health Division**

5050 Commerce Way, Baldwin Park, CA 91706  
(626) 430-5380

Approval is required for:

- Private Sewage Disposal
- WATER SOURCE APPROVAL LETTER  
Proof of an "Environmental Health Dept. Approved Water Source" is required for areas without public water system
- Food Service Establishments
- Public Swimming Pool- Recreational Health
- X-Ray Machine Installation  
Radiation Management  
3530 Wilshire Blvd., 9<sup>th</sup> Fl, Los Angeles, CA 90010  
(213) 351-7897

**FIRE PREVENTION BUREAU - Plan approval is required.**

- Plan Check Unit  
5823 E. Rickenbacker Road  
Commerce, CA 90040-3027  
(323) 890-4125
- Water Availability Letter  
Provide a copy of the attached form, completed by the water company serving the site (see **OTHER AGENCIES**), and give to LA County Fire Department when submitting at Plan Check Unit
- "HAZMAT" form must be submitted to and approved by the Fire Department for non-residential occupancies if hazardous materials are being handled. Obtain form from Building and Safety and submit to:  
  
Fire Prevention Bureau  
Hazardous Materials Section  
5825 E. Rickenbacker Road  
Commerce, CA 90040-3027  
(323) 890-4000
- FIRE SPRINKLER SYSTEMS  
5823 E. Rickenbacker Road,  
Commerce, CA 90040-3027  
(323) 890-4125
- FUEL MODIFICATION  
Brushing Clearance Office, Fire Station 32  
605 N. Angeleno Ave., Azusa, CA 91702  
(626) 969-5205 Mon-Fri 8:00-5:00 p.m.

**COUNTY SANITATION DISTRICT**

Payment of sewer connection is required

1955 Workman Mill Road, Whittier, CA 90691  
(562) 699-7411

**STATE AGENCIES**

**CALTRANS**

Permits are required for outdoor signs, excavation, encroachment (including driveway aprons) and improvements (including grading or structures that affect drainage) on State Highways:

100 S. Main Street 2<sup>nd</sup> Fl., Los Angeles, CA 90012  
(213) 897-3631

**STATE DEPT. OF INDUSTRIAL RELATIONS - CAL/OSHA DIVISION OF OCCUPATIONAL SAFETY & HEALTH**

Permit is required for excavation of trenches which are 5 ft. or more deep into which a person is required to descend or for the construction or demolition of any structure 4 or more stories. Brick-lined seepage pits may require permit.

1906 W. Garvey Ave. S., Ste. 200, West Covina, CA 91790  
(626) 472-0046

**STATE DEPARTMENT OF CONSERVATION DIVISION OF OIL AND GAS**

Obtain clearance for the requirements of abandonment of oil wells.

5816 Corporate Ave, Ste 200, Cypress, CA 90630-4731  
(714) 816-6847

**OTHER AGENCIES**

**SCHOOL DISTRICT**

Development fee must be paid to the District for residential and commercial construction. A "Certificate of Payment of Developer Fee" must be submitted to Building and Safety prior to obtaining a building permit.

- Glendale Unified School District, Room 301  
223 N. Jackson Street, Glendale, CA 91206  
(818) 241-3111 Ext. 359
- La Canada Unified School District fees are collected at permit issuance.

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD)**

Applicants for non-residential buildings must fill out "Air Quality Permit Checklist" furnished by Building & Safety. If "Yes" is marked, a written release will be required before occupancy is allowed. Notification form required for demolition and alteration permits where ASBESTOS is involved.

21865 E. Copley Dr., Diamond Bar, CA 91765-4182  
(909) 396-2000, (800) 288-7664

**WATER DISTRICTS** – Provide a copy of the attached form, completed by the water company serving the site, and give to LA County Fire Department when submitting at Plan Check Unit.

- La Cañada Irrigation  
1443 Foothill Blvd, La Cañada Flintridge, CA 91011  
(818) 790-6749
- Crescenta Valley Water  
2700 Foothill Blvd, La Crescenta, CA 91214  
(818) 248-3925
- Valley Water Company  
4524 Hampton Road, La Cañada Flintridge, CA 91011  
(818) 790-5516
- Mesa Crest Water District  
4532 Rinetti Lane, Unit C, La Cañada Flintridge, CA 91011  
(818) 790-2071

**CITY OF LA CANADA PLANNING DEPARTMENT**

La Canada Flintridge City Hall  
1327 Foothill Blvd., La Canada Flintridge, CA 91011  
(818) 790-8881  
Mon-Thu 7:00 a.m. – 5:00 p.m. & Fri 8:00 a.m. – 5:00 p.m.

**CITY OF LA CANADA FLINTRIDGE PUBLIC WORKS**

1327 Foothill Blvd., La Canada Flintridge, CA 91011  
(818) 790-8882  
Mon-Thu 7:00 a.m. – 5:00 p.m. & Fri 8:00 a.m. – 5:00 p.m.

- Construction Division - Work in the public Right-of-Way such as sidewalks, gutters, curb drains, driveway approaches, temporary construction fences, or other structures require pre-approval by La Cañada Flintridge Public Works and a permit from LA County Public Works.
- Sewer - Sewer service fee may be required.
- Road Maintenance
- Construction and Demolition (C&D) Debris Management - A Building Debris Management Report and performance security, calculated at the lesser of 3% of the total project cost or \$10,000 is required for construction, demolition, and renovation projects that are 1,000 square feet or greater.

**OTHER**

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